

JOB DESCRIPTION

JOB TITLE: Principal Network Change Officer **JOB NO: H19/1**

GRADE: Grade D

DIVISION: Highways and Infrastructure

NO OF POSTS: 1

SECTION: PFI Contract Services

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO

1. JOB PURPOSE:

- 1.1 Managing maintenance responsibilities and liabilities for changes to highway infrastructure with:
 - i. Service providers through the relevant contractual processes; and
 - ii. Others providing maintenance and management services, as appropriate.
- 1.2 Working with officers promoting projects to change highway infrastructure to:
 - i. Understand the asset implications;
 - ii. Manage the change process efficiently; and
 - iii. Enable contract implications of network changes to be understood and planned for.

2. DUTIES AND RESPONSIBILITIES:

- 2.1 As the specialist lead for the council with regard to strategy and change to the highway network, support the management of Highways infrastructure assets in conjunction with service providers through owning the highway asset inventory on behalf of the council and ensuring that all change to the inventory is understood, planned for and recorded.
- 2.2 Manage the process of changing the inventory of assets on the highway network in conjunction with service providers, through:
 - i. Ensuring that there are robust processes to plan, record and understand the consequences of change to the highway network;
 - ii. Co-ordinating / facilitating the exchange of information needed to support transfer of maintenance liability from the council, working with other parts of the council (acting as Highways Works Authority) and private developers;
 - iii. Ensuring timely provision of information to enable changes to be made to payments to service providers to reflect changes in inventory; and
 - iv. Supporting the process of long-term planning / asset management for Highway infrastructure through understanding the implications of planned changes.
- 2.3 Manage liaison with service providers to ensure that there is clear instruction from authorised decision makers within the council with regard to:
 - i. Deeming assets to comply with contract requirements;

- ii. How to proceed with regard to any enhancement in standards; and
 - iii. The instruction of works to enable assets to be accrued.
- 2.4 Proactively identify and support and develop strategies to manage the council's payments for maintenance and liability, including more effective management of inventory and realisation of life cycle and maintenance benefits resulting from changes to the network.
- 2.5 Manage and develop the client and partnership arrangements required for future highway maintenance and management service provision, including:
- i. Future processes to operate contract(s) (e.g. performance monitoring / management, payment and network change); and
 - ii. Preparations to enter into future contract(s) to ensure that Highway infrastructure is maintained through an appropriate asset management regime.
- 2.6 Support and motivate the Network Change team, including:
- i. Monitoring overall performance;
 - ii. Identifying and providing appropriate specialist training, safety and development opportunities for team members to meet PDR performance; and
- 2.7 Support the PFI Contract Team in managing the necessary partnerships and relationships to enable effective management of changes to highway infrastructure. Support the resolution of disputes through the provision of professional advice, in both formal and informal processes.
- 2.8 Carry out the following general responsibilities:
- i. Actively participate in the PFI Contract Team, contributing on a range of service issues and covering for senior managers as necessary;
 - ii. Support the PFI Contract Team as required in ensuring compliance with emergency, business continuity and Health and Safety Planning requirements;
 - iii. Maintain a working knowledge of operations of service providers that may impact upon the service, the level of professional expertise required to perform in the post and continue to develop to meet future business needs;
 - iv. Understand and work within the policies and procedures of the City Council, including implementing the Equal Opportunities in employment policy and the Directorate's equality plans within the Service; and
 - v. Any other duties commensurate with the grade.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3. SUPERVISION RECEIVED:

- 3.1 SUPERVISING OFFICER JOB TITLE: Performance Manager (Interim Services)
JOB NO: H8/1
- 3.2 LEVEL OF SUPERVISION (highlight one of the below):
- 1. Regularly supervised with work checked by supervisor.
 - 2. Left to work within established guidelines subject to scrutiny by supervisor.
 - 3. **Plan own work to ensure the meeting of defined objectives.**

4. SUPERVISION GIVEN

(Excludes those who are indirectly supervised, i.e. through others).

Post Title	Grade	No. of Posts	Level of Supervision (as per 3.2 above)
Senior Network Change Officer	C	2	2

5. SPECIAL CONDITIONS

Duties include 36.5 hours of work within a flexible working scheme to be mostly carried out between the time band 0700-1900 hours, five days per week, Monday to Friday. The working time band may be subject to alteration in accordance with operational requirements.

Work outside normal days and hours as required from time to time.

PERSON SPECIFICATION
JOB TITLE: Principal Network Change Officer

GRADE: D

DIVISION: Highways and Infrastructure

SECTION: PFI Contract Services

DIRECTORATE: Inclusive Growth

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

CRITERIA	ESSENTIAL	M.O.A.
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	Educated to degree level (or can demonstrate an equivalent level of relevant experience), with evidence of continuous professional development.	AF
Experience (Relevant work and other experience)	Experience of managing a team in an organisation with a performance-based culture, managing the performance of (i) individuals and (ii) service delivery, including developing positive relationships.	AF
	Demonstrates an understanding of the key principles and responsibilities in managing contracts, including: <ul style="list-style-type: none"> i. Understanding contract requirements and the role of the client; ii. Experience of analysing and auditing performance and ensuring appropriate follow up actions are in place; iii. Managing actions and progress with the provider to achieve successful outcomes. 	AF / I / P*
	Shows evidence of managing within a changing environment, adapting to organisational needs and priorities.	AF / I
	Demonstrates a working understanding of Highways services, the council's statutory highway Demonstrates a working understanding of: <ul style="list-style-type: none"> highway maintenance and management services; the council's statutory highway obligations; the interfaces in service provision; and key issues for customers and stakeholders. 	AF / I
Skills & Ability e.g. written communication skills, dealing with the public etc.	A strong and competent user of IT, able to use and apply IT to: <ul style="list-style-type: none"> i. solve problems and / or adapt to changing circumstances; ii. communicate effectively; iii. help others work effectively and more efficiently; and 	AF / I / T* / P*

CRITERIA	ESSENTIAL	M.O.A.
	iv. improve processes / ways of working.	
	Good communication skills, including: i. interpersonal / verbal skills; and ii. written communication (e.g. correspondence and formal reports).	AF / I / P* / T*
	Accepts responsibility and takes decisions in a timely way, clearly and based on appropriate information.	I / P* / T*
	Able to organise, analyse and interpret information from a number of sources to determine the key facts and implications.	AF / I / T* / P*
	Can demonstrate evidence of streamlining processes and ways of working to improve efficiency and effectiveness. A strong and competent user of IT, able to apply IT to communicate / work effectively; and improve ways of working.	AF / I / T*
Training	None specifically identified.	
Other	None specifically identified.	

* Depending on selection process, testing and / or a presentation may or may not be required.

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.